



Pleasant Ridge
★ **Preschool** ★

Pleasant Ridge Baptist Church

Mom's Day Out/Preschool

1343 Hueytown Road

Hueytown, Al 35023

(205) 434-9990

Director: Laura Clevenger

Assistant Director: Melissa Mitchell

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Social Media: <https://facebook.com/PRBCpreschool>

Mission Statement

With a faith-based approach to child development, our goal is to nurture our childrens' God-given talents in a caring, play-centered, and academically stimulating environment.

Age Requirements

Baby Room: 12 weeks – successfully crawling or walking

Crawlers / Walkers: successfully crawling or walking

Toddlers: 18 months by September 1 (and walking)

K2: 2 years by September 1

K3: 3 years by September 1

K4: 4 years by September 1 (Students may repeat in this age group if parents are going to wait to enroll in kindergarten.)

Big Kids (*Summer Only*): Students who have completed kindergarten and / or 1st grade)

K5: 5 years by September 1

K3, K4 and K5 should be potty trained and able to handle going to the bathroom on their own. This includes all hygiene related to being potty trained.

Daily Expectations / Needs

All students in the baby and crawler rooms must have a fully stocked diaper bag with all bottles, diapers, wipes, changes of clothes, burp rags, snacks, lunch, etc. Please make sure all items are restocked each day to ensure proper care of each child.

Parents are encouraged to bring a sleeve of diapers to school to be left in the classroom and refill as needed. The child's teacher will notify you when they need more.

All students in Toddlers through K4 must have a full size backpack and at least one complete change of clothes each day. They will also need lunch from home each day.

Please make sure your teacher is aware of any specific needs or changes for the day by sending a message via our app or by letter in the folder.

Please DO NOT send any toys, bouncy balls, old cell phones, etc. in any bag. These cause disruptions among the other kids in the classroom.

Please do not put chapstick, cough drops, etc. in the backpack. Please label a baggie with the child's name and hand directly to a teacher at dropoff.

Inhalers, EpiPens, and diabetic supplies are the only prescription items we can keep. We cannot give other prescription meds. If your child needs these, please plan to come and give the medicine yourself or schedule dosing around the preschool hours as much as possible.

Fees and Tuition

PRBC Mother's Day Out / Preschool is a non-profit organization. All of the fees and tuition are used to provide our children with the best possible care and a curriculum that ensures a biblical foundation and aids in school readiness. All registration fees are due at the time of registration.

Summer * There will be a \$30 registration fee to ensure your child has a place in our summer program. The registration fee will be due when the registration form is completed. Tuition for the summer will be \$300. The \$300 will be payable in (2) \$150 increments or (1) \$300 payment. Payment dates for the upcoming summer are June 10th and July 8th. Because of the shortened length of the summer session, payments received later than June 14th and July 12th are considered late.

School Year * There will be a \$50 non-refundable registration fee that must be paid to ensure your child a place in our school-year program. The registration fee will be due when the registration form is completed. There will be a supply fee of \$50 per semester that will be due by August 22nd and January 22nd. You may choose to pay all of the supply fees up front; however, if you choose to pay supply fees up front, the price will be reduced to \$90 total. Tuition is due on the 1st day of the month and will be as follows:

Babies and Crawlers: \$280 per month

Toddlers and 2's: \$265 per month

3's and 4's: \$250 per month

Tuition that is received after the 10th of the month, will result in a \$15 late fee being applied to your account. If tuition and late fee is not paid by the 18th of the month, your child will not be able to return until full payment is made. Sometimes there are extenuating circumstances and emergencies that come up. These will be addressed case-by-case; however, it is the parent's responsibility to initiate that conversation with the director.

Discounts will be given for families with multiple children (siblings). Registration and supply fees will remain the same; however, tuition will be discounted a total of \$30 for 2 students and \$50 for 3 students. These discounts will be capped at \$75 off at 4 or more siblings.

In addition to a multiple child discount, PRBC Preschool will be instituting a tuition discount for the months of December and May. December and May's payments will be reduced by \$50 per student for all students. This will help account for the months with fewer days.

To ensure your child keeps his or her place, please pay tuition as stated above, even in the case of vacations or illness. Cash payments should be sent in a sealed

envelope with his / her name written on the front. Please place the child's name on the "for" line of any check turned in as payment.

****There will be a \$30 returned check fee and may result in a "cash only" payment plan for future payments.****

We are working to set up an alternate way to pay that will take the place of PayPal beginning in the summer. Because many primary payers do not add the PayPal fee on their end, we are losing quite a bit each month on our end. Therefore, beginning in June we will not be using PayPal. Brightwheel (our current online platform) automatically charges a fee for tuition drafts.

Day and Hours of Operation

Summer * Tuesday through Thursday
8:15(drop-off begins) - 12:45 (pick-up begins)

School Year * Tuesday through Friday
8:15(drop-off begins) - 12:45 (pick-up begins)

****There will be a late charge of \$10 (15 minute increments) beginning at 1:05PM to be paid at the time of pick-up.****

We will observe all holidays and inclement weather days for the Jefferson County School System. We will be open on E-Learning Days that fall on our regular school day.

Morning Drop Off * The doors will open at 8:15 am. Please say your goodbyes outside and allow your child to walk to his/her classroom. Classes start as soon as the children arrive. Please be on time so your child will be ready to start the day. In the back, please do not block the left outside lane until doors open so teachers are able to get in the parking lot. (More information may be added here.)

Afternoon Dismissal * Dismissal will begin at 12:45 in the designated locations. All parents will receive 3 ID lanyards. Please give these lanyards to the most frequent afternoon pick-up contacts. These lanyards will need to come with you at pick-up to ensure all staff are aware of permissible contacts. Because of the nature of our job, it is of utmost importance that we keep your children safe. Some staff, who are manning the doors, may or may not be as familiar with your contacts. This will accomplish two important goals: keeping your children safe and speeding up the dismissal process.

Please note that this will be the process for the entire school year.

If your child must be picked up by someone not listed or who does not have an ID lanyard, please make arrangements with the director on the morning your child is dropped off. In case of an emergency, and this is not possible, please call the preschool office to make arrangements (434-9990) or text Laura (256-506-4221). Anyone without an ID lanyard will be required to provide a picture I.D. to the director or assistant director before the child can be released. This is for your child's safety.

*We understand there are times you need to pick up your child early.
If you must pick up early, please come before 12:30.*

Lunch

*Please send a lunch with your child each day.

*No glass containers are allowed.

*We are not allowed to heat or refrigerate food.

*Try to send foods that your child can easily handle while feeding themselves. Toddlers will be feeding themselves as much as possible so they will get messy at times. This may be something that you want to consider when sending them in certain clothes (or packing certain colored foods).

*Please do not send candy or things with high sugar content

*Food suggestions include sandwiches, chips, pretzels, fruit, crackers, cheese, raw vegetables, dip, Jell-O, pudding, etc.

*You may want to use a thermos or heat/cold pack to keep food fresh.

Parties/Birthdays

Teachers will schedule parties for specific holidays. You will receive information regarding parties and items needed. One parent (or another adult) is permitted to attend the Christmas Party. Siblings or other children are not allowed to attend the Christmas Party.

Parents may provide prepackaged refreshments for birthdays. Please send enough for all the children in the class. Please make arrangements with the teacher in advance. Please be aware that teachers will not pass out party invitations unless the entire class receives one.

Clothing

Please dress your child in comfortable clothes and shoes for play. Tennis shoes or other soft soled shoes are necessary for your child's play safety during indoor/outdoor playtime. We will go outside every day that weather permits. Please dress your child appropriately for the weather. Layers are good during cold weather. If your child needs sunscreen or bug repellent, please apply before coming to school. Please keep a complete change of clothes in your child's bag every day. You may put the clothes in a large zip-lock bag to keep in your child's bag. Please label all of your child's belongings (jackets, sweaters, hats, bags, etc.).

Discipline Policy

Discipline and guidance will be consistent and based upon an understanding of your child's needs and development. We strive to promote self-control and acceptable behavior. Teachers will speak to children about the reason for the disciplinary action. If the behavior is repeated, the child will be sent to time out for a brief period of time in the classroom. For continued misbehavior, a child may have loss of play time or time out in the director's office. Repeated incidences of misbehavior will result in the contact of a parent or guardian.

No child will be allowed to use physical abuse toward other children or adults. If this behavior occurs, the child will be sent to the director and the parent will be notified. This may result in the child being sent home until further notice by the director or being dismissed from the program.

Every child in our program will bring a folder home in their backpacks each day. **Please check these folders daily.** This is how your child's teacher will communicate with you about behavior, important classroom news, etc. This folder is also where baby, crawler and toddler teachers will give information about daily eating, etc.

The staff is committed to working with parents in correcting discipline problems while instilling within the child the feelings of love and self-worth. If problems cannot be resolved, the child may be terminated from the program. Please talk to your child about appropriate behavior and respect for others. These guidelines are necessary in order for us to provide a safe and positive learning environment for every child in our program.

Withdrawal Notice

If you wish to withdraw your child from the Preschool Program, you are required to give a two week notice in writing to the program director, or you will be charged for the full month. No refunds of registration monies or supply fees will be given. Withdrawal after the 10th of the month will result in that month's tuition not being refunded as well. Excessive absences without reason may be withdrawn from the program.

Health & Safety

Mandatory Documentation * An **original birth certificate** with a seal is required. A copy will be made for the preschool to keep on file. A **Certificate of Immunization** that is current (and must be kept current throughout the year) is also required. An **emergency release form** must be completed (included in the registration packet). In case of an emergency, every effort will be made to contact the parent or guardian. However, if we are unable to reach you or the emergency contacts on your child's list, the medical release form gives us the authority to seek necessary medical treatment.

Please do not send children to school sick.

Your child must be “fever free” for 24 hours before returning to school. “Fever free” means that your child can maintain their own temperature ***without the aid of medication***. We are not allowed to administer any medication to a child while in our supervision. If a child becomes ill while at school, he/she will be isolated (with supervision) and a parent/guardian will be notified. Arrangements must be made for someone to pick up your child as soon as possible.

Please notify the director or your child’s teacher if your child is known to have or has been exposed to a communicable disease outside the preschool so that we can take the appropriate precautions to notify parents and disinfect toys and classrooms.

Children will not be allowed to attend class if any of the following conditions exist: fever, pink-eye, vomiting, diarrhea, head lice, skin infections, chicken pox, measles or any other contagious disease. If a child is sent home with suspicion of any of these conditions, a release form from the doctor may be required before your child is allowed to return to school.

Please see, How sick is “Too Sick” to attend school? This will be sent home by the child’s teacher.

Safety / Security

On bad weather days, please listen to the radio/TV for closures of JefCoED schools. Also parents please make sure you (and other primary / emergency contacts) have signed up for the automated messages from our online platform (currently Brightwheel). The director or assistant director will be sending out important information from time to time and especially in the event of an emergency. Please sign up for your classroom Facebook group to receive notices about weather closings. We will post on our Facebook page too. In the event of a severe thunderstorm or tornado, we will follow the severe weather procedures. All children will be taken downstairs to the back part of the Fellowship Hall. It is a designated tornado shelter.

In the event of a power failure, the church is equipped with emergency lighting. In case of smoke or fire, the fire evacuation plan will be followed. Fire extinguishers are mounted on the walls and are inspected regularly by the fire marshal. In the event that the building must be evacuated, all children will be taken to the upper playground or back / lower area of the cemetery. Parents will be notified where to pick up.

Pleasant Ridge Preschool staff is required by law to report suspicion of abuse or neglect.

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